MAKING TIENET BETTER FOR YOU

TIMELINE FOR CHANGE

IMPLEMENTED SPRING 2018

ISSUE	SOLUTION	BENEFIT	STATUS
Two documents existed within TIENET for Stage 2 and Stage 4 adaptations.	We created a single adaptation document that now allows teachers to select a Stage 2 or Stage 4 adaptation from a dropdown menu.	Streamlines forms, saves time, respects teachers' professional judgment	**Complete**
The Individual Program Plan (IPP) *criteria* page contained too many check boxes regarding the IPP development process.	We removed the *criteria* page from the IPP.	Reduces clicks, streamlines forms	**Complete**
TIENET users must manually set each document to *final*. This increases workload.	We applied *bulk finalization* to the School Meeting Minutes, IPP Report, and Consent & Information Sharing forms. These documents will automatically be set to *final* after a period of inactivity.	Saves time, particularly at year-end, one of the busiest times of the year	**Complete**
TIENET has three statuses for documents: *draft, review* and *final*. This created inefficiencies.	We removed the *Review* status from all documents, except the IPP and Adaptations.	Reduces clicks	**Complete**
The Referral for Services process contained two separate steps creating more work for the user.	We combined the document finalization and email notification on to one screen.	Streamlines forms and processes	**Complete**

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Additional support was requested to help create meeting minutes.	We provided samples of how to write meeting minutes in the TIENET Help Menu.	Provides tools to help save time	**Complete**

IMPLEMENTED SEPTEMBER 2018

ISSUE	SOLUTION	BENEFIT	STATUS
Too much effort is required to create and manage IPPs and Adaptations.	We: • created examples of *Strategies* in the IPP that educators can use as a guide; • removed the *Developmental Scale* for tracking Annual Individualized Outcome (AIO) progress from the IPP; • reduced clicks when copying a document from a previous year.	Provides tools to help, streamlines forms, reduces clicks	**Complete**
Some processes are inefficient and increase the workload of educators.	We applied *Bulk Finalization* to additional documents identified at the Teacher Requirements session on Jan 19, 2018. Those completed documents will automatically get set to *Final* after a period of inactivity.	Saves time	**Complete**
Improve ease of access to student's documents.	Educators can now access previous years' documents when in a document.	Saves time	**Completed** when in edit Mode. **In Progress** when viewing documents

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Current layout and design hinders the user experience.	We improved the layout of the IPP by adding more white space, minimizing colours, and removing the inline scroll bars.	Made the design more user-friendly	**Complete**
French translation errors.	We worked with the vendor to correct the translation errors.	Improves accuracy, reduces confusion	**Complete**
Privacy impact concerns	We removed the requirement to download confidential files to view them in TIENET	Improves privacy protection.	**Complete**
Inefficient process that increase the workload of educators.	We: • enabled educators to edit the *Strengths, Challenges* and *Interests* on the four documents, in addition to the student's profile. Changes will be saved to all other pages. • improved the performance of batch *finalization*, so educators don't have to finalize as many documents at year-end.	Saves time and workload, improves efficiency	**Complete**

IMPLEMENTATION FOR 2019

ISSUE	SOLUTION	BENEFIT	STATUS
Overall user experience	We will work with the vendor to improve the messaging and positioning of notifications and errors.	Makes the design more user friendly.	**Under Investigation**
Update data tables for clearer readability	Zebra stripes will be added to long Table data.	Makes the design more user friendly.	**In Progress**

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Inefficient process that increase the workload of educators.	We will: • placed a *finalize* button at the top and bottom of all documents; • automatically bring forward the participants' list from the previous meeting minutes for both student and school meeting minutes; • interface TIENET and GradeBook for the IPP grade • automate the finalization of consent forms when they are uploaded.	Saves time, improves efficiency	**In Progress** **In Progress** **Under Investigation** **In Progress**
Educators are unable to edit a document accessed by multiple users.	We want to make changes to allow for a document to be edited at the same time by multiple people.	Saves time, improves efficiency, supports virtual collaboration	**Under Investigation**
The current IPP has created confusion for parents	We will create a simplified print view of the IPP for parents	Improves readability, and reduces confusion	**In Progress**
Teachers previously had to send hard copies of various consent forms to parents	We will create multiple *Consent for Services* forms which can be printed by RCEs/CSAP and sent to parents.	Improves efficiency	**In Progress**
Educators want the ability to quickly create new Adaptations and IPPs from previous ones.	We will work to provide the ability to create IPPs and Adaptations in bulk by using a report.	Saves time, improves efficiency	**In Progress**
Educators have reported some content fields appear editable when they are not.	We will work with the vendor to identify a solution.	Makes the design more user friendly.	**Under Investigation**